



CPAC
810 SCHREIDER ST
SUITE 106,
FT DETRICK, MD

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The CPAC Quarterly

Issue 2007-2

June 2007

Employees May Now Print Their Own Notice of Personnel Actions (NPAs)

Historically, the Northeast Civilian Personnel Operations Center (NECPOC) provided copies of employees' Notice of Personnel Actions (NPA's), formerly referred to as SF-50's). Now, employees have direct access to view and print their own NPA's through the Civilian Personnel On-line (CPOL) website: www.cpol.army.mil.

Employees log into the CPOL web site using their AKO userid and password. Once logged in, employees select the employee tab, and this takes them to "My SF50 Information".

Click on the word "Open", which is in blue, and immediately employees are routed to their own NPA History. The NPA's are in Adobe (pdf) format. By clicking on the icon next to the NPA, employees will be routed directly to the particular NPA selected. Employees may print the NPA by clicking on the print icon at the top left of the page.

Employees without access to the CPOL web site may request their NPA's from their servicing Administrative Officer. The NECPOC will no longer provide mass printing of NPA's (such as for Pay Adjustments).

Expired Common Access Card (CAC)

All employees should check the expiration date on your CAC. It is strongly recommended that current employees renew their common access card (CAC) 30 days before the expiration date. In light of unpredictable downtime of the DEERS computers and customer walk-in and long waiting lines, coming 30 days prior will give employees leeway before their CAC becomes unusable. The employee must bring two pieces of federal/state identification; one, the current CAC and the second, such as a valid driving license.

New employees—Getting the Initial Common Access Card (CAC)

New employees must have in addition to two identifications, and AKO e-mail address. New employees will not be in the DEERS system for about 5 working days after their start date. A CAC cannot be issued until the new employee is in the

system. The employee's administrative officer can verify by checking the Defense Civilian Personnel Data System. NAF employees must bring a completed DD Form 1172-2. The NAF employee must sign the DD Form in front of the verifying official and the verifying official must have a valid DD Form 577, Signature Card on file with the ID Card Site. The start date, block 33 and the expiration date, block 34 must be completed.

Contract personnel—Getting the Initial and Renewing Common Access Card (CAC)

All contractors must process through their unit Trusted Agent and must be registered in the Contractors Verification System before MPD can issue a CAC. Contractors or their Trusted Agent will receive an e-mail informing them that their application for a CAC has been

approved and that they may go to any CAC Identification site for processing. The contractor must have two forms of identification and an AKO account e-mail address.

Helpful Information:

Military in Uniform have priority from 0800 to 1000 hours.

All customers must arrive at MPD, building 1520, prior to 1530 hours for CAC/ID Cards.

Expect a longer wait during times such as spring break, back to school and major holidays (Recommended avoiding these times, if possible).

It is recommended to call in advance to get a general idea of the wait time-301-619-7311.

All requirements for ID cards are posted on the Fort Detrick website: <http://www.detrack.army.mil/usag/>

New PDP Employee Training — Class Date



The New PDP Employee Training will be conducted on 19 Sep, and 14 Nov. The training will be held in Building 810, Second Floor, Conference Room #2, beginning at 1:30 pm EST. New PDP employees who are not located at Fort Detrick will attend the training via VTC. Attendees are reminded to please bring a copy of the PDP Training Manual (dated MAR 2007) with them to the training class as the training manual will be the sole document discussed/briefed during the class. The Training Manual may be downloaded at <https://mrmc.amedd.army.mil/pdptraining.asp>. Ft. Detrick attendees should note that building 810 is a secure building. You should arrive in building 810 at 1:15 pm to be escorted to the training.

Office of Personnel Management Report on Personnel Demonstration Projects

The Office of Personnel Management (OPM) has recently published a status report on the Personnel Demonstration Projects in the Federal Government. The purpose of the report is to provide an update on the status of these projects and includes an overview of the demonstration project program; profiles of current demonstrations projects (to include the USAMRMC PDP); an overview of implementation consideration and impacts; and key results from testing interventions under the current active projects.

Under Chapter 47 of Title 5, United States Code, the OPM is authorized to establish and evaluate personnel demonstration projects. These projects provide agencies a means to

propose, develop, test, and evaluate changes in personnel management policies or procedures for their human resources management systems. The demonstration projects do not permit waivers of law in areas of employment leave, employment benefits, equal employment opportunity, political activity, merit system principles, or prohibited personnel practices OPM has explored the results of various personnel demonstration projects and identified features that have desirable impacts on human resources management and should be considered for application Governmentwide.

Two common features of the personnel demonstration projects are Broadbanding and Pay for Performance. Broadbanding, also referred to as pay

banding or grade banding, consolidates two or more General Schedule pay grades into a few broad bands. The main purpose of Broadbanding is to simplify job classifications, broaden pay ranges, and permit performance-orientated pay. Pay for performance, also referred to as performance-based pay, involves making performance-sensitive adjustments within a pay range and requires performance assessment systems that make meaningful distinctions in levels of performance.

You can find the full status report on the OPM web site at the following link: <http://opm.gov/demos/2006DemoReportFinal.pdf>.

*Did You Know...
That as a current
permanent Army
employee you
can apply to
both internal
merit promotion
and external
(open to U.S.
citizens) vacancy
announcements?
If you see the
same position
with 2 different
vacancy
announcements
it maybe in your
best interest to
apply to both.*

Referral Bonus Program Expanded

As of 15 March 2007, civilian employees of the Department of the Army are eligible to provide referrals under the Referral Bonus Program, and receive a referral bonus which could total up to \$2,000 on those individuals who enlist in the active Army, Army Reserve, or Army National Guard, and who have not conducted an appointment with a recruiter. The referral bonus of \$1,000 may occur twice (once at commencement of basic training and once after completion of Advanced Individual Training (AIT) or One Station Unit Training (OSUT). For further

information please contact the Civilian Personnel Advisory Center at 2247.



Internal and External Announcements Defined

When a position is being filled there are 2 separate recruitments whereby the Northeast Civilian Personnel Operations Center (NECPOC) can announce the vacancy. One is a merit promotion announcement (or internal announcement) and the other is a Delegated Examining Unit announcement (DEU or external recruitment). The NECPOC can publish either type of announcement or both at the same time.

Merit promotion announcements are usually open to current permanent Army, DOD, or Federal employees, reinstatement eligible, Interagency Career Transition Assistance Plan eligible, and Veterans Employment Opportunities Act (VEOA) eligibles. VEOA eligibles are veterans with 3 years of continuous active service with an honorable discharge or disabled veterans. The NECPOC will refer all applicants who are best-qualified, and the selecting official can select anyone on the referral

list.

DEU announcements are open to all US citizens and veterans preferences applies. Normally, if you are filling one vacancy you will receive a referral list with 3 to 5 candidates. The selecting official must make his/her selection from the top 3 names referred. Many of these external recruitments allow for compensable-disabled veterans who are qualified to move to the top of the referral list. You can not select a non-veteran over a higher scoring veteran. For further information please contact the Civilian Personnel Advisory Center at 3-2247.

SPECIAL NOTE: When filling Term positions the job can only be announced through Delegated Examining Unit Authority.

*"The
selecting
official must
make his/her
selection
from the top
3 names"*

MEDCOM Rescinds Requirement

MEDCOM activities are no longer required to submit a request for approval of appointment of recently retired armed forces members within 180-days of their retirement from the military. The personnel community is still required to provide ASA (M&RA) a bi-annual report which is centrally pulled from the Defense Civilian Personnel Data System (DCPDS) by the Assistant G-1, Civilian Personnel, Program Management Division. If you have any questions please contact the CPAC, 3-2247.

Considering Status Candidates under VEOA

On 21 February 2007, MSPB rules in Jolley V. Department of Homeland Security that "status candidates otherwise eligible under VEOA cannot be excluded from consideration under VEOA." This means that when merit promotion announcements are open to VEOA candidates, candidates who are eligible to compete under VEOA cannot be excluded based on the area of consideration, regardless of whether they are current Federal employees/status candidates, or not. This is effective immediately based on this MSPB decision and advice from HQDA and OTJAG. Please note the OPM "VetGuide" has not yet been updated to reflect this change. If you have any questions, please contact the CPAC, 3-2247.

The Hatch Act

As the election season heats up, we thought it would be a good time to create awareness of the Hatch Act rules as well as what employees should do to avoid violating its terms. All civilian employees in the executive branch—except for the president and the vice president—are subject to the Hatch Act, which limits the political activities of federal employees. 5 USC 7321—7326. However, depending on an employee's status and the agency he/she works for, the extent of the restrictions varies.

In 1993, when the act was amended, the employee was given more freedom to be politically active. However, with that freedom came guidelines. Employees started advocating for certain parties. Now the biggest threat of violation is via e-mail. Employees used to go person to person or door to door to rally around a candidate, now they can e-mail up to 100 people at a time. This violation is no less a violation than the employee who passes out leaflets in the office. Once the e-mail is sent and the e-mail is

"directed at the success or failure of the campaign" is in clear violation of the act. Employees are advised that political humor or political issue e-mails that can be constructed as political activity may also constitute a violation. It is always best to stay away from it all together, or ask before acting.

Federal employees can and should get involved politically and engage in the process. Additional information regarding the do's and don'ts of the Hatch Act can be found at: <http://www.osc.gov/hthatchact.htm>.



Injury Compensation Claims

How a supervisor files a claim electronically

Go to the World Wide Web and search: www.cpms.osd.mil
<<http://www.cpms.osd.mil/>>

This will take you to the Civilian Personnel Management Service (CPMS) home page.

On the left hand side of the page you will see the world Divisions. Click on that.

A list of CPMS Division will appear. Click on: Injury and Unemployment Compensation Division (ICUC) <<http://www.cpms.osd.mil/ICUC/ICUCIndex.aspx>>

A new page will appear and on the left hand side the 3rd entry is:

Filing claims Electronically with Electronic Data Interchange (EDI) <<https://hamlet.cpms.osd.mil/staticjavaedisup.html>>

You will have to say ok to three security alert notices and then click on ok.

This is where you start entering claims information.

The claim form fields are color coded. Each different color signifies whether that data is required, optional, or for information only. On this screen, you can place your cursor over each different colored field to the right to see what the coding means.

You only need to fill out section that is "White". You can complete the "Yellow" sections; however, they are optional and are not required.

Certain fields require information to be entered using a particular format.

If the data entered is in a improper format, the application will not allow any further information to be entered until the information is put into the proper format. A message will be displayed if the information is put into the wrong format.

Once you have completed all entries you have a couple of options for printing the claim form.

You should select "view". A dialog box will open presenting two options:

The first option is View Claim for Printing and Submit to Injury Compensation Program Administrator ICPA—This option will open the claim. The claim is in a .pdf format and then transmit the claim to the ICPA without any further action being taken.

When displayed in the .pdf format, the information will appear in the familiar format of a paper claim form.

If the information is correct, print the form. Once printed, the employee, supervisor, and witness (if applicable) sign the hard copy form which is then forwarded to the ICPA.

The second option listed is View Draft Copy of Claim to Verify Data— This option will open the claim in a .pdf format allowing the claim to be viewed and printed. The user however must take additional action to transmit the claim to the ICPA.

Just as with the first option, the information will appear in the familiar format of a paper claim form.

If the information needed to be changed, it must be done from within the EDI application not in the .pdf document.

If the information is correct the employee, supervisor, and witness (if applicable) sign the hard copy form which is then forwarded to the ICPA.

Select the Submit Claim button at the bottom of the screen to initiate the submission of the claim form to the ICPA.

If the View Claim for Printing and Submit to ICPA option was selected, this screen will not appear because the claim would have automatically been sent to the ICPA once the form has printed.

That is it. The claim is now at the ICPA's desk for authentication and for forwarding to Office of Workers Compensation Program (OWCP) for a Claim Number. Claim Numbers are usually assigned within 48 hours of submission.

If you need assistance, please contact the CPAC, 3-2247.



Employment Opportunities
www.cpol.army.mil



Employment Verification

The Department of the Army offers The Work Number for Everyone, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, and apartment leases. Anything you need that requires proof of employment. This service can be located at <http://www.theworknumber.com> or by calling 1-800-EMP-AUTH.

The following is required to access the information.

1. To access Basic Information (reference checks), provide the lender/verifier with:
 - Department of Defense code: 10365
 - Your Social Security Number
 - The number to call for their express verification: 1-800-367-5690
2. To access Basic Plus Information (small loans/rentals) or Full Information (major loans/mortgages), provide the lender/verifier with:

- Department of Defense Code: 10365
- Your Social Security Number
- A Salary Key
- The number to call for their express verification: 1-800-367-5690.

If full verification is required and salary is being verified, then you will have to provide a Salary Key. A Salary Key is a random six digit number that you get from inside your online account. It acts as your electronic signature and gives the lender/verifier permission to view your income information. When a Salary Key is obtained, you will need to record the six-digit Salary Key for future reference. This key is given to the lender/verifier in order for them to access the Basic Plus and Full Verification levels. You can have a maximum of three keys active at one time. Each key can be used only once, by one verifier. The keys are active for six months before being deleted from the system.



"This fast, secure service is used for ... Anything you need that requires proof of employment"

Benefits Paid By Government For You

The Leave and Earnings Statement has a new section titled BENEFITS PAID BY GOVERNMENT FOR YOU. This section displays the employer contributions associated with employee deductions. The name of the employer contribution prints under the column heading "TYPE". The current pay period contributions amount prints under the column heading "CURRENT". The total amount of contributions for the pay year under the heading "YEAR TO DATE".

Below is a listing of some of the benefits that are paid by the government for you.

Social Security: Employee pays 6.2% and the Government pays 6.2%

Medicare: Employee pays 1.45% and the Government pays 1.45%

Retirement/CSRS: Employee pays 7% and the Government pays 7%

Retirement/FERS: Employee pays .80% and the Government pays 11.20%

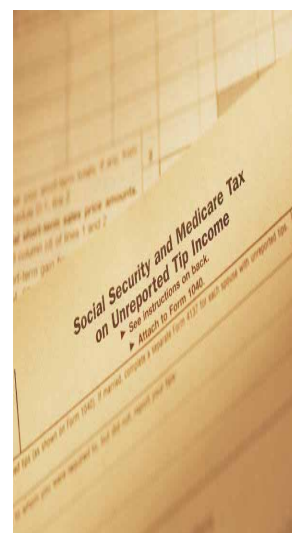
TSP Basic: Government pays 1% for basic contributions

TSP Matching: Government pays 100% matching for the first 3% and Government Pays 50% matching for the next 2%.

FEHB: Government share of premiums paid is set by law. For most employee's the Government determines are the program-wide weighted average of premiums in effect each year, for self only and for self and family enrollments, respectively, or 75% of the total premium for the particular plan an enrollee elects.

Example: Blue Cross/Blue Shield standard family—Total premium \$456.19, Government pays \$321.89 and employee pays \$134.30. Therefore, depending on the plan you select, the government pays 70% of the total premium and the employee pays approximately 30% of the cost.

FEGLI: The Government pays one-third of the cost of your Basic Life Insurance the employee pays two-thirds. The cost to you is currently 15% per thousand dollars of insurance per pay period.



Advancing Within the Life Insurance Age Bracket

There are different age groups in Federal Employee Group Life Insurance (FEGLI). Here's also a change in determining the start of payments for your age group. An employee who turns 35, 40, 45, 50, 55, 60, 65, or 70 on their birthday, advances to the next age group and will begin paying the premium, for that group, in the pay period AFTER their birthday. For example, if you will be age 55 on AUG 11, you will begin paying the premium for the "55 through 59" age group in the pay period that starts AFTER Aug. 11. If you notice that your pay has decreased, and you recently had a birthday, it may be because your age advanced you to the next age group. If you have any questions, please contact the CPAC, extension 3-2247.

SCD Retirement and Military Service Deposit

The Service Computation Date (SCD) Retirement date is populated with the SCD Civilian date. The SCD Retirement date is figured, by Army Benefits Center-Civilian, when the employee request an annuity estimate. If you've paid your Military Service Deposit, you should ensure that your payment receipt form, DCPS OPM 1514, or acknowledgement has been sent to your Northeast Civilian Personnel Operations Center (NECPOC) for filing in your Official Personnel Folder (OPF). As long as the military service deposit has been paid, you will receive credit for the time.

Retirement Estimates

Do you want to get an estimate on your retirement? You can get one by going to the ABC-C website at: <https://www/abc/army.mil/>.

Select benefits/EBIS

Enter your AKO userid and password

Enter your SSN and ABC-C Personal Identification Number (PIN) Click on Calculators.

There are three retirement calculators that you can select from: Quick Retirement Estimate; Advanced Retirement Estimate; or High-3 Average Salary. It is recommended that you use the High-3 calculator to calculate your high-3 salary so that your estimate is as accurate as possible with the information that you entered. There are also calculators for TSP, Severance Pay and FEGLI. Listed below are the various calculators and a description of each:

Retirement Calculators

Quick Retirement Estimate: A simple 3-step tool to estimate the most common retirement benefits.

Advanced Retirement Estimate: A simple 3-step tool to estimate the most common retirement, disability, death-in-service, and survivor benefits.

High-3 Average Salary: Use your salary history to compute the average of your highest 3 years of pay.

TSP Annuity Estimate: A tool to estimate TSP Single and Joint Life annuities.

TSP Projected Account Balance: Use this tool to project your TSP account balance into the future.

Severance Pay: A tool to estimate a benefit that may be payable to you due to an involuntary separation.

FEGI Calculator (off-site): This calculator allows you to determine the value of various combinations of FEGLI coverage and calculate the premiums.



The US Office of Personnel Management recently released a video, available online, that can help employees plan for retirement in a meaningful way. It provides an overview of both the CSRS and FERS and can service as a stepping stone for employee during the retirement planning process.

http://www.opm.gov/video_library/retirement/index.asp

How Much Money is in My Retirement

During Your Federal employment, have you ever:

- Transferred?
- Had a change to your servicing payroll office (including the transfer to the Defense Finance and Accounting Services) ?
- Separated from federal service and did not take a refund of your retirement contributions?

These are some of the events that would warrant the "transfer" of your retirement contributions to OPM. Such contributions are not reflected in the cumulative retirement total on your leave and earnings statement since the date of the event. If you would like to inquire about your retirement balance, write to:

U.S. Office of Personnel Management
Retirement Operations center
Post Office Box 45
Boyers, PA 16017

In your correspondence, include your name, SSN, address, phone number, estimated dates of service, etc. OPM will send your response to your home address.

Do you have to do this? NO

Why would you do this ? Perhaps you are considering retirement and you would like to know approximately how much your refund would be. Perhaps your retirement contributions were transferred to OPM several times and you simply would like to know your balance. Such inquiries have proven helpful in terms of OPM being able to properly identify employee contribution records prior to retirement—some inquiries identified problems and prevented a delay in the final adjudication of annuity.



TSP-Web Passwords

The TSP has taken a major step to help keep your account transactions and information on TSP web site is more secure. We now require you to log into the Account Access section of this web site with a longer, more complex web password— a unique combination of letters and numbers that you can choose yourself or have the TSP's computer generate for you.

If you are already a TSP participant, the first time you log into Account Access after the implementation of web passwords, you will be prompted to either create your own web password or request a computer-generated password. If you are just joining the TSP, the TSP will send you an initial password right after the TSP receives your first contribution. After you have used that web password once to log into Account Access, you will be able to change it to a password of your choice.

You will no longer be able to log into Account

Access with your TSP Personal Identification Number (pin). But keep your TSP pin! You will still need it to access your account by telephone via the Thriftline. (You will not be able to use your web password on the Thriftline.)

Another important factor in keeping your account secure is YOU. It's up to you to keep your Thriftline pin and web password confidential. Never give out your Thriftline pin or your web password to anyone, and never leave your pin or password where anyone can see it. Also, make sure that your new password is only entered on a secure computer terminal.

More information about web passwords will be available through FAQ's and TSP Civilian and Uniformed Service Features.



How Do I Report a Death of a Retiree?

To report the death of someone who receives retirement benefits from OPM:

- Call OPM toll-free at (888) 767-6738. In the Washington, DC area, you can reach OPM at (202) 606-0500.
- Go to <https://apps.opm.gov/retire/death/death> and complete and submit the form to Report the Death of an Annuitant.
- Write to OPM at: U.S. Office of Personnel Management, Post box 45, Boyers, PA 16017-0045

In addition, Benefit Officers can use the OPM web site, www.opm.gov to report the death of an employee and help OPM expedite payments to family members.

If you are reporting the death of someone who receives benefits from OPM, please provide the full name of the deceased and date of death, as well as the retirement claim number, if known, and Social Security Number. OPM will tell you if there are any further benefits payable and will send you the necessary claim forms. In many cases, OPM can start monthly payments to an eligible surviving spouse based on the records on file.

NAF Benefits On-Line

Did you know you can access your NAF benefits online? Through the NAF Employee Benefits System, you can view and print a summary of your benefits data, including your current elections and personal information. You can also view and print your personal benefits statement, which includes complete information on your benefits elections, the level of benefits you have elected, and an explanation of the cost and value of your benefits, as well as personal information to include dependent data and beneficiary designations. Using the Employee Benefits System, you can also submit a Service Request to correct or update your benefits data online. Employee Benefits Online is secure and simple to use. You can access your benefits online at:

<https://employeebenefitsonline.cfsc.army.mil>.

At the login screen, enter your Social Security Number (without the dashes) and your PIN. For your initial entry into the system, your PIN will be your birth date, configured as MMDDYYYY. For example, if your birth date is August 4, 1966, you will enter 08041966. You will then be asked to enter a new PIN. Your new PIN must be eight alpha/numeric characters. Please do not use symbols; just letters and numbers. Once you've logged in, you will be able to access your information. We hope you like this newest feature of your NAF Employee Benefits Program. If you'd like more information about NAF benefits, you can access the information online at www.NAFBENEFITS.com, or contact your NAF Specialist, Elena Nero, 3-7286.

"Through the NAF Employee Benefits System, you can view and print a summary of your benefits data, including your current elections and personal information."

Army NAF Retirement Plan

Here are the features of the Army NAF Retirement Plan

- Effective 1 Jan 01, participating mandatory for new hires, re-hires and newly eligible for the first 6 months of eligibility.
- Costs you 2% of Gross Wages
- 5 years participation > You will receive monthly benefit at retirement for life
- Provided 55% Survivor Benefits
- Provides only form of disability pay other than sick leave
- Provided Supplemental Early Retirement Benefit
- Eligible for free Life Insurance if you meet the minimum participation requirements You may only 30% of the retiree medical premium.
- Annual Cost of Living Adjustments (COLA)
- Your contributions normally are returned within 1 to 3 years of monthly retirement benefits, then for the rest of your life, you will receive all NAF money. And your spouse will receive a benefit for the rest of his/her life too if you pre-decease your spouse.

Continued on next page



Army NAF Retirement Plan (Continued)

- May purchase up to 5 years of military service (provided the military service is not already providing you a retirement benefit, or you have not used the military service in another company's)
- Credit for service of non-redeposit of retirement plan refunds

Check and see if you are participating in the retirement plan if you were hired before 1 Jan 2001. You can go to <https://employeebenefitsonline.cfsc.army.mil> of contact Elena Nero at extension 3-7286

My Biz, My Work Place

Defense Civilian Personnel Data System (DCPDS) has developed a new way for employees and managers to manage and audit their personal information. My Biz, was established so that employees could keep track of their personal information such as appointment time, position, salary, benefits, awards, bonuses, and performance. Also, the employee is able to adjust or correct their telephone number, e-mail address, disability codes, race, nation of origin, and foreign language proficiency. My Work place is for managers to maintain the employees information in a secure and confined place allowing them to make more informed decisions.



To Log on to My Biz:

1. Go to www.cpol.army.mil web site click on employee tab and then My Biz.
2. Enter the password and user ID that you received from CPAC.
3. Enter your new personal password. This password must be at least 9 characters long and include 2 lower case letters, 2 upper case letters, and at least one special character such as @, #, \$, etc.
4. Continue to the next page filling out all of the asterisks fields. The other fields are not required to be filled in, but could prove to be useful.
5. Once registered go to the My Biz folder and click on it to review your personal and job related information. There are tabs at the top of the page that allow for easy access to different types of information in your employee folder.
6. To log out of My Biz use the log out option on the top right hand corner and close the browser; as opposed to closing the browser without logging off. This will help to keep your personal information more secure.



To Log on to My Work Place:

1. Go to www.cpol.army.mil web site click on employee tab and then click on My Biz.
2. Enter the password and user ID that you received from CPAC.
3. Enter your new personal password. This password must be at least 9 characters long and include 2 lower case letters, 2 upper case letters, and at least one special character such as @, #, \$, etc.
4. Continue to the next page filling out the asterisks fields. The other fields are not required to be filled in, but could prove to be useful.
5. Click on to the My Work Place folder, and a list of employees under your supervision will appear. Click on the employee that you wish to view information on.
6. Use the tabs at the top of the page to view the information about that employee.
7. To log out use the log out option, and then close the browser. This will help to keep the employees and your information secure.

In navigating the My Biz and My Work Place you should use the home field to return to the main screen (where you click on the My Biz, My Work Place folders); do not use the back option on the web browser.

As with all passwords to web browsers with personal information the key to keeping your or your employees information secure is you. You will need to change your passwords every 60 days. Your password should not be given out to anyone, or placed anywhere someone might be able to see it.

A My Biz/My Work Place tutorial is available at <http://www.cpms.osd.mil/hrbits/selfservice.aspx>. This tutorial will provide you with helpful information on how to navigate through the My Biz/My Work Place application.



*The key to
keeping your
passwords
secure is you*